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# **JOB POSTING**

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **DIRECTOR OF COMMUNICATIONS** **Communications Division**

### **Summary:**

The Office of the Indiana Attorney General (OAG) seeks a skilled, energetic, driven Director of Communications to manage the communications efforts of an extremely fast-paced and high profile elected office.

### **Essential Duties and Responsibilities:**

- This cabinet-level position develops and implements internal and external communications efforts on behalf of the OAG by working strategically with various staff throughout the Office and spearheading earned media efforts at the state and national level.
- The director develops and maintains a communications plan and serves as the chief communications strategist responsible for all press releases, social media, briefing materials, speech preparation and printed publications. The director also serves as the primary spokesperson and manages relationships with local, state and national media. Additional responsibilities include but are not limited to acting as a liaison to national associations and other OAGs around the country as well as planning, coordinating and executing projects and events related to office activities.
- The position is responsible for managing and developing a staff of 5 professionals in various roles.

### **Qualifications:**

- Minimum of 5 years of relevant experience is required
- Education – Bachelor's Degree preferred
- Language Ability – Ability to read, analyze, and interpret complex legal pleadings and documents. Ability to understand and respond to controversial or complex topics. Ability to respond effectively to most sensitive inquiries or complaints.
- Computer Skills – To perform this job successfully, an individual should have a knowledge of Microsoft Office suite, Adobe Acrobat XI and website management.